

READ THE INSTRUCTIONS IN BOX #4, THEN COMPLETE BOX #1 THROUGH BOX #6.
RENEWAL APPLICATIONS POSTMARKED AUGUST 2, 2004 WILL BE CONSIDERED
TIMELY FOR THOSE LICENSES THAT EXPIRE AUGUST 1, 2004.

Indiana License Renewal Application	1) Indicate License Number	2) In this box, you must fill-in the number of CE hours you have completed and mark the appropriate status below. Please see the important information below to determine if you may renew active or inactive. CE HOURS COMPLETE _____ ACTIVE _____ INACTIVE _____		Renewal Fee \$40 **See Renewal Timeline
	3) Indicate full name and address here <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>		4) INSTRUCTIONS: (a) Make any necessary address changes on this form (see the appropriate shaded areas); (b) fill out the total number of CE Hours you have completed in the appropriate shaded area (see IC 25-8-15 and 820 IAC 6 for CE requirements); mark the appropriate status box; and sign and date application in ink. If a tax protest has been recorded on your license by the Indiana Department of Revenue, you may not renew your license until the tax protest is removed by the Indiana Department of Revenue. <small>Approved by State Board of Accounts 1999</small>	
			YOU MUST SIGN AND DATE IN INK IN THE AREA BELOW. IN DOING SO, YOU ARE AFFIRMING THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE.	
		5) Signature of Applicant		6) Date Signed

Make Check Payable To	Mail To
Indiana Professional Licensing Agency	Indiana Professional Licensing Agency, 302 W. Washington St., Rm. E034, Indianapolis, IN 46204

▲ remove at line above ▲

If the above address is not valid, you must provide your current address. If you hold more than one license type, you will be mailed a separate renewal form for each license.

NAME CHANGE—If you have a name change, please indicate the new name in the “Address Correction” section above and provide the appropriate documentation such as a copy of a marriage certificate or divorce decree with this renewal application.

****RENEWAL TIMELINE** - If your renewal is postmarked one (1) to thirty (30) days after the expiration date, a penalty fee of \$20.00 will be assessed in addition to the renewal fee. If your renewal is postmarked thirty-one (31) to one hundred and eighty (180) days after the expiration date, a penalty fee of \$30.00 will be assessed in addition to the renewal fee. If your renewal is postmarked more than one hundred and eighty (180) days after the expiration date, a penalty fee of \$40.00 will be assessed in addition to the renewal fee.

CONTINUING EDUCATION –In order to renew active, every cosmetology professional must complete at least sixteen (16) hours of CE as required by IC 25-8-15 and 820 IAC 6, which are given by approved cosmetology educators. A list of educators may be obtained from our website, www.in.gov/pla. IF YOU ARE RENEWING AFTER THE DATE DUE, YOU MUST INCLUDE CE DOCUMENTATION WITH YOUR RENEWAL APPLICATION.

If a cosmetology professional has not completed the required CE, he/she may renew inactive. An individual with an inactive license may NOT perform an act that requires a cosmetology professional license or maintain a cosmetology salon. In addition, an individual with an inactive license is not required to fulfill the CE requirement but is required to pay any fees that a licensee is required to pay.

If an inactive cosmetology professional intends to reactivate their license, he/she must notify the Board in writing and submit evidence of completion during the preceding four (4) years of at least sixteen (16) hours of CE in a CE course approved by the Board.

BOARD MATERIALS – You may obtain printed Board materials by submitting a written request to the Indiana Professional Licensing Agency, 302 West Washington Street, Room E034, Indianapolis, IN 46204. Please identify the materials desired and your name and mailing address. You may also submit the request via e-mail at pla12@pla.IN.gov. or link directly to and download the current statutes and rules and applications on the Agency’s web site at www.in.gov/pla. There is a fee of \$3.50 for a statutes and rules book to be mailed.

Indiana Professional Licensing Agency
 302 West Washington Street, Room E034
 Indianapolis, Indiana 46204

LICENSURE RENEWAL NOTICE

«full_name» «license_no»
 «address_line_1»
 «address_line_2»
 «address_line_3»
 «address_line_4»